

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Planning and Building	(2) MEETING DATE 4/23/2013	(3) CONTACT/PHONE Ramona Hedges, Supervising Administrative Clerk 781-5612	
(4) SUBJECT Request to destroy County Planning and Building Department files that have been scanned consistent with Government Section 26205. All Districts.			
(5) RECOMMENDED ACTION Approve for destruction the list of files (Exhibit A) that are now being maintained in the file room in the County Planning and Building Department.			
(6) FUNDING SOURCE(S) Department Budget	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Reviewed by Leslie Brown			
(18) SUPERVISOR DISTRICT(S) All Districts -			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Planning and Building / Ramona Hedges, Supervising Administrative Clerk

VIA: Ellen Carroll, Environmental Coordinator, Planning Division

DATE: 4/23/2013

SUBJECT: Request to destroy County Planning and Building Department files that have been scanned consistent with Government Section 26205. All Districts.

RECOMMENDATION

Approve for destruction the list of files (Exhibit A) that are now being maintained in the file room in the County Planning and Building Department.

DISCUSSION

Government Code Section 26205 allows the Board of Supervisors to authorize the destruction of any record, paper, or document where the record, paper or document is photographed, microphotographed, reduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, or reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document and where the reproductions are conveniently accessible.

The files have been scanned and uploaded into the Department of Planning and Building permit tracking program. These files are land use permits that were applied for in 2004 and 2005. They all have had a final decision made. Destruction of the files listed in Exhibit A will allow for additional space to be created in the file room. The files are now easily accessible to staff and the public because they are available in an electronic format through the Department's permit tracking system.

OTHER AGENCY INVOLVEMENT/IMPACT

County Counsel was consulted on this item.

FINANCIAL CONSIDERATIONS

The cost of scanning the files is included in the Department's current budget.

RESULTS

Allowing the destruction of the "hard copy files" that have been scanned will eliminate the need to continue to store these documents in a hard copy format, while still making them easily accessible to the public and staff.

ATTACHMENTS

1. Exhibit A - Files to be Destroyed